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Meetings 3-1

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Ch/G Staff Meeting
21 January 1958
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Chief/G</u>	<u>Action Required of Divisions</u>
1	NONE REQUIRED	
2		Divisions to submit contributions to Ch/G by COB, 31 January 1958.
3	NONE REQUIRED	
4		Chief, D/GL, to prepare memo.
5	NONE REQUIRED	
6	NONE REQUIRED	
7	NONE REQUIRED	
8		D/GG representatives to attend meeting; other divisions may send representatives.
9	NONE REQUIRED	
10	NONE REQUIRED	

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 21 JANUARY 1958

25X1A9a

PRESENT: [REDACTED]

1. Listing of Overseas Positions in DD/I Vacancy Notices

25X1A9a [REDACTED] directed the attention of the group to the recent 25X1A6a
Vacancy Notices listing OCI and ORR positions in [REDACTED].
In future, all such positions will be filled through the use of vacancy
notice procedures. This system will, in effect, open up all DD/I and
Office positions to competition from applicants throughout the DD/I area.
This means the various positions will not belong exclusively to one
particular office (e.g., Geographer position in [REDACTED] will not necessarily 25X1A6a
belong to D/GC, nor those of Economists to ERA personnel). Anyone in the
DD/I who wishes may apply and selection will be made on the basis of
qualifications for the particular job.

2. Revision of Mission and Function Statements

Chief/G asked that the Divisions study carefully the Mission and
Function statements which have been sent to them by St/A, and make any
changes necessary to more accurately describe what you are doing. If
major changes are believed necessary, Ch/G asked that they be discussed
with him in advance. These revisions are due to Chief/G by COB, 31 January.

3. Union List of Publications

Chief/G asked for and obtained suggestions from the group for the
revision of definitions of GRA publications. These definitions are for
inclusion in the "Union List of Publications".

4. Vital Storage Program

25X1A9a Chief/G, in answer to a question from Chief D/GL, explained that
there was no change in the importance of the Vital Storage Program.
[REDACTED] was asked to prepare a memorandum for [REDACTED] explaining 25X1A9a
in detail just what was required of the Map Library (in terms of man-hours,
etc.) to keep the program up to date.

5. Retirement of Paper

Chief/G asked that each of the Division Chiefs personally see to it
that every effort is made in his division to reduce volume of files. Older

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material should be retired or destroyed, as thought necessary. In retiring files, we should try to give a date after which the material may be destroyed. We have the responsibility of retiring only the true record copy of a document.

6. Translation of Scientific and Technical Literature

Chief/G announced that there are concentrated and widespread moves toward the translation of scientific and technical literature. The National Science Foundation is undertaking quite a number of translations. Also, there is a move toward having CIA translations published completely UNCLASSIFIED and distributed widely.

7. Task Force #16 Meeting

Chief/G reported that Task Force #16 met on 20 January to study the objectives of the consultants. It was decided that the next step was to have the Task Force members visit D/GL and FDD.

8. IAC Ad Hoc Subcommittee on Exchange of Geographers with the USSR

Chief/G informed the group that he has been named Chairman of an IAC Ad Hoc Subcommittee on Exchange of Geographers with the USSR. 25X1A9a

25X1A9a has called the first meeting of this subcommittee with the inter-agency representatives for Monday, 27 January. In preparation for this, 25X1A9a

25X1A9a is to meet with 25X1A9a. If representatives from any other division would like to sit in on the preparatory meeting, they should come to 25X1A9a office at 1400 25X1A9a on Friday, 24 January.

9. Task Force #7

Chief, D/GL, reported on the progress of Task Force #7 on the PPO program, of which he is a member.

10. Special Assistant for Publications

25X1A9a Chief, D/GL, reported that he met with 25X1A9a 25X1A9a on the setting up of a CIA-State slot (similar to 25X1A9a slot) for a "Special Assistant for Publications". 25X1A9a explained his job to the OCR representatives.

25X1A9a

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